



MANAGEMENT ASSISTANT

The U.S. Consulate General Melbourne is seeking eligible and qualified applicants for the position of Management Assistant.

Salary: A\$67,635p.a. + superannuation benefits

Hours: Full-time, 40hours/week, will consider Part-time hours

Length of Employment: Appointment not to exceed December 31, 2016.

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

Incomplete applications will not be considered, so please review the how to apply instructions carefully.

1. University studies in liberal arts, finance, management, business or human resources is required.
2. At least three years of progressively more responsible experience in administrative duties is required.
3. Level 3 English (written, spoken and comprehension) is required. This may be tested.

For instructions on how to apply, please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the U.S. Consulate General Melbourne, via email to: MELBHR@state.gov

Closing Date: March 24, 2016

Offers of employment are subject to medical and security clearances.

Note: Only short listed applicants will be contacted.

Duties and Responsibilities Statement

POSITION TITLE: MANAGEMENT ASSISTANT	POSITION GRADE LE- 7 (STARTING SALARY A\$67,635)
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DUTIES AND RESPONSIBILITIES

Basic Function of the Position

This position provides support to all section in the Consulate across all areas of Management – Finance, HR, and GSO. As the Class B Cashier the incumbent is responsible for conducting all post financial transactions and specifically controls the funds, administers the cash documentation and reconciles all cashier activities.

The incumbent is also required to assist with the planning of representational functions and visit programs of US dignitaries and is designated as the Master Timekeeper, the incumbent will also complete the monthly ORE claim.

The incumbent is the Receiving Officer for the Consulate.

The incumbent is the primary point of contact regarding all post travel arrangements, providing guidance on regulations and assistance with reservations and e2 Solutions to all staff. The incumbent is designated as a travel arranger for all Consulate staff.

Major Duties and Responsibilities

A) Class B Cashier

As the Class B Cashier, the incumbent maintains and is personally accountable for an advance of US\$5000.00. The incumbent manages the flow of cash for post, performs all cashier functions and is responsible for the physical security of the cash. The Class B Cashier Manages the consulate's advance, collections and payment to assure required amounts of funds in the correct currencies are available as needed.

The incumbent provides Accommodation exchange services to US officers at the days rate as provided by FSC Charleston, up to the maximum limit of USD\$10,000 per officer, per week in cash or by EFT transfer.

The incumbent receives records and deposits. Receive all collections including consular and MRV fees, ACS payments, outstanding travel, personal telephone calls, SDA, GSO disposal sale. Processes all general receipts (OF 158) assuring proper accounting and fiscal data in the COAST Cashiering system Makes weekly deposits of amounts collected, cashed checks and reimburses Post's expenses to reduce replenishment check requests. Processes collections in both currencies clearing checks and cash deposited with USDO Bangkok and U.S. Embassy Canberra.

As the Class B Cashier, the incumbent receives all petty cash expense claims at post. The incumbent gets obligation approval and fiscal data from FMC Canberra and

processes all approved Petty Cash vouchers in the COAST Cashiering system, and disperses approved funds to claimants and ensures any payments over \$500.00 are by purchase order. The incumbent reviews all requests for emergency cash payments to assure regulations are being followed.

Reviews ACDC.013 from FSC Bangkok at least twice weekly, and processes them through COAST Cashiering system to reconcile files. The incumbent performs daily informal cash reconciliations, and reconciles funds and prepares monthly cashier accountability reconciliation reports.

The Class B Cashier trains and provides technical guidance and assistance to the alternate Class B Cashier and consular sub-cashiers. Incumbent may be required to provide cashier support for VIP visits to Melbourne or Melbourne's Consular District.

B) Vouchering

The incumbent is responsible for processing all invoices at post. The incumbent monitors all incoming invoices and prepares them for payment by FMC Canberra. The incumbent ensures that all payments have been approved by the Management officer at post and received correctly and signed by the receiving officer. As part of vouchering the incumbent checks billing inconsistencies, ensuring the invoices received match the PR submitted. Responds to account inquiries and follows up with vendors regarding payments.

C) General Services

Receiving, the incumbent is responsible for receiving all post supplies and services including furniture, equipment and spare parts. The incumbent inspects shipments comparing the received goods against the purchase order or credit card invoice as appropriate. The incumbent then prepares and signs a DS-127 receiving report detailing quantity, condition of the items received, product model, serial number, cost, and signs as receiving officer. The receiving report is submitted to the Financial Management Centre for authorization of payment. The incumbent will attach an asset tracking number (NEPA) to all received property and enter the details into a computerized asset tracking application. Monitors accounts receivable database. Processes all State invoices, checks billing inconsistencies, responds to account inquiries and follows up with vendors regarding payments.

Expendable Supplies, incumbent is responsible for storekeeping, issuance, receiving of post expendable supplies. Establishes minimum and maximum stock levels and uses pre-approved blanket purchase agreement to order expendable supplies.

Procurement assists the Management Assistant (GSO) and the Management Officer in sourcing bids and quotations for the procurement of goods and services as required by the relevant regulations. Reviews quotes and prepares summaries based on price, contractor's capability and reputation.

Driver Training, provide annual SHEM Driver Training to Incidental Drivers. Provide driver training to all new Incidental Drivers. Maintain a list of current Incidental Driver and arrange updates of Medical Exams as required.

Travel, maintains the Consular District hotel contacts information in the Management Contacts Database and updating the hotel rates information.

Incumbent assists with the provision of logistical support for VIP visits, conferences and workshops to Melbourne. This may include arranging hotel reservations, conference registration, coordinating arrivals and departures, assisting with the set-up, break down and staffing of control rooms and the delivery of supplies. Maintains contacts with hotels and vendors. Supports VIP visits in particular by arranging dinners and tourist excursions, drafting schedules, setting up meetings.

The incumbent is responsible for maintaining posts range of "Welcome to" brochures prepared for each state in the consular district, maintaining the consular district hotel contacts information and updating preferred hotel rate information on an annual basis. The incumbent will ensure all incoming TDY staff receives "Welcome Packs" upon arrival

Event Management & VIP Visit Support, the incumbent with the provision of logistical support for VIP visits, conferences and workshops to Melbourne and Melbourne's consular district. This may include arranging hotel reservations, conference registration, coordinating arrivals and departures, assisting with the setup, break down and staffing of control rooms and the delivery of supplies. The incumbent is responsible for maintaining working-level contacts with hotels and vendors and may support VIP visits in particular by arranging dinners and tourist excursions, drafting schedules and setting up meetings.

The incumbent takes the lead role in the coordination of Melbourne's Fourth of July celebration which includes but is not limited to researching appropriate venues, liaising with the selected venue, and overseeing the preparation of the guest lists, issuance of invitations, name tags and attendance lists

D) Human Resources

The incumbent acts as the Master Time and Attendance Clerk for the Management, Executive, timekeepers and Political/Economic sections and as the Master Timekeeper for the Consulate General.

Monitors leave usage to ensure that regulations are followed and in order to provide advice to supervisors if abuse of leave is indicated. Ensures all time sheets are submitted and accurate and provides training and advice in the operations of Win Time and Attendance to all timekeepers at post. Is responsible for ensuring the Alternate Master Timekeeper is well trained and capable in T&A processes.

Prepares the monthly ORE claim for submission by the Consul General.

Back- up Human Resources Assistant, the incumbent is responsible for administering several locally employed staff human resource functions when the Human Resources Management Assistant is absent. This function will require that the incumbent be fully trained in the following functions to act as alternate;

Foreign National Student Internship Program; Supervising WAE Program; LES Recruitment; LES Employee Performance Reports; Drafting Cables for incoming officer arrivals and departures; Maintaining HR files and updating as needed; Organization of Awards calls and Awards ceremonies at post.

E) Office Administration

General Clerical, The incumbent is responsible for preparing routine memos, letters and general correspondence for the Management Officer as requested. The incumbent is responsible for file maintenance, general administration and standard operating procedures specifically related to their position. They may be required to investigate issues and prepare spreadsheets and reports as appropriate and undertake any additional administrative duties or projects as requested by the Management Officer.

Other duties as assigned.

SELECTION CRITERIA

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. University studies in liberal arts, finance, management, business or human resources is required.
2. At least three years of progressively more responsible experience in administrative duties is required.
3. Level 3 English (written, spoken and comprehension) is required. This may be tested.

FOR FURTHER INFORMATION

The complete position description listing all duties and responsibilities may be obtained by contacting the Human Resources Office. Contact Enki Hoxhallari at 03 9526 5957.

SELECTION PROCESS

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the selection criteria above in the application.

HIRING PREFERENCE ORDER

- (1) USEFM who is **ALSO** a preference-eligible U.S. Veteran
- (2) USEFM **OR** a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA

1. Management may consider the following when determining successful candidacy: nepotism, conflict of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.
5. Candidates who are EFM, USEFM, AEFM, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position at the time of the announcement closing.

HOW TO APPLY

You **must** explain how you meet **all** of the requirements of the vacant position. Only those candidates providing specific and comprehensive information supporting each of the essential selection criteria of the job advertisement will receive further consideration for the position. Your job application **must** consist of the following documents:

- ✓ Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above);
- ✓ A current resume or curriculum vitae and;
- ✓ A document addressing the selection criteria with specific and comprehensive information supporting each item,
- ✓ (If applicable) Candidates must provide evidence of their eligibility to work in Australia by providing a copy of their work visa or permit, or residency, and;

- ✓ **IMPORTANT:** Applicants claiming a U.S. Veteran's preference **must** submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).
- ✓ Any U.S. Veteran who applies **must** also indicate whether they wish to invoke their preference.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

You may also include any other documentation (e.g., essays, certificates, awards) in support of your application and in addition to the information provided above.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMIT WITH ONE YEAR WORK APPROVAL TO BE ELIGIBLE FOR CONSIDERATION.

WHERE TO APPLY TO

Management Section/HR
U.S. Consulate General Melbourne
POC: Enki Hoxhallari
Email: MELBHR@state.gov

EQUAL EMPLOYMENT OPPORTUNITY

The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.